



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Parks and Maintenance Manager
Class Code Number	

General Statement of Duties

Plans, manages, and oversees the daily functions, operations, and activities of the City's Parks Operations Division, Facilities Maintenance Division and Harbor Maintenance Division; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, manage, and oversee the daily functions, operations and activities of the Parks Operations Division, Facilities Maintenance Division and Harbor Maintenance Division. The work is performed under the supervision and direction of higher level staff, but extensive leeway is granted for the exercise of independent judgement and initiative. Full supervision is exercised over all divisional staff. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and a variety of outdoor environments.

Examples of Essential Work (Illustrative Only)

- Plans, manages, organizes, implements, and supervises Division staffing, projects, and activities, including planning Division construction and work order projects, maintenance and repair activities, organizing Division resources of staff, materials, and equipment, scheduling work assignments, and assigning staff work location and routines, and organizing volunteer work projects and community service days;
- Develops and prepares maintenance contracts for work to be completed by outside contractors and ensures the work is completed in a satisfactory and timely manner according to code;
- Manages, oversees, and supervises the overall service and activity operations of assigned City facilities, including but not limited to, ensuring proper policies and procedures are in place and are being followed;

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- Manages, oversees, and supervises the performance of a full range of building maintenance as required, including inspecting City facilities for needed maintenance, repair, and/or alterations and scheduling the necessary work;
- Develops, administers, and monitors the annual Division budgets, including forecasting additional funds needed for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and recommending adjustments as needed;
- Participates in the recruitment and selection of, and trains and supervises staff to implement goals, objectives, and functions of assigned Divisions, including motivating and evaluating personnel, coordinating staff training, participating with staff in correcting deficiencies, and implementing disciplinary actions;
- Creates and implements a variety of written policies, procedures, goals and objectives based on laws, mandates and/or the needs of the City; prepares various daily, monthly and annual reports;
- Acts as the City's representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner; collaborating with involved parties to reach resolutions on identified issues; speaking in public; and making public presentations;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Comprehensive knowledge of applicable Federal, State, and local laws, codes, and regulations, applicable to assigned divisions;
- Comprehensive knowledge of pertinent principles, practices, and operations of all assigned divisions;
- Comprehensive knowledge of pertinent principles and practices of municipal budget preparation and administration;
- Comprehensive knowledge of all principles and practices of employee management and supervision;
- Comprehensive knowledge of public administration principles;
- Comprehensive knowledge of occupational hazards and employee safety;
- Comprehensive knowledge of current developments, literature, and information related to assigned divisions;
- Ability to research, prepare, and administer a municipal budget;
- Ability to manage, motivate, and coordinate the work of employees;
- Ability to plan and organize maintenance activity, and coordinate work with others;
- Ability to maximize the beneficial use of limited resources;
- Ability to select, train, and evaluate personnel;
- Ability to exercise sound, independent judgement;

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- Ability to interpret and explain department goals and objectives;
- Ability to elicit community and business support for assigned programs;
- Ability to analyze problems and identify solutions;
- Ability to represent divisional needs and concerns, and to respond in a timely manner to the public and business community;
- Ability to perform well with minimal supervision and with general guidance;
- Ability to analyze problems and develop creative and positive solutions to problems and issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience that is equivalent to:

- Bachelor's Degree in Parks Administration, Construction Technology, Business Administration, or other field related to assigned divisions;
- Four to six years experience in program management and administration of assigned or related divisions, with at least two years of supervisory experience.

Required Special Qualifications

- Pesticide Applicator's Certificate;
- Valid Class C California State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;

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- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment and a variety of outdoor environments.